



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12451.3D
N4
4 May 2001

COMSC INSTRUCTION 12451.3D

Subj: FOOD SERVICE MANAGEMENT EXCELLENCE (FSME) AWARDS
PROGRAM

Encl: (1) FSME Awards Information, Rules and Procedures
(2) FSME Awards Program Calendar
(3) Food Service Evaluation Checklist

1. Purpose. To provide guidance for the nomination, evaluation and presentation of the Military Sealift Command (MSC) FSME Awards.

2. Cancellation. COMSCINST 12451.3C.

3. Background. The health and well being of our civilian mariners (CIVMARs) and sailors are important to the success of MSC in accomplishing its mission. It is important that nutritious, healthy and well balanced meals are available to our mariners and sailors. Striving for the finest food service operations onboard our CIVMAR manned ships is a never ending process. Some of the improvements made recently are the development of culinary training for food production staffs worldwide.

4. Applicability. This instruction is applicable to all civil service manned ships.

5. Information

(R

a. This instruction establishes procedures to recognize those afloat MSC messes which are outstanding in the preparation and service of food and overall food service management. Further, it sets forth criteria for the awards and defines responsibilities for the various echelons of command.

b. The Food Service Management Excellence Awards Program is co-sponsored by the International Food Service Executive Association (IFSEA), an organization composed of executives in the field of food service management and procurement.

4 May 2001

c. Courses of instruction in professional cooking skills will be provided by a Certified Executive Chef (CEC) to a representative of the first and second place activities in all categories.

d. The IFSEA will provide suitable awards to each first and second place winning activity in each category. Presentation of first and second place awards will be at the annual Joint Military/IFSEA conference. The chief steward and chief cook or cook baker from each first and second place shipboard messes will be guests of MSC and IFSEA at the conference. The IFSEA also assists MSC in publicizing their food service operations and in recognizing the general messes nominated.

e. Enclosure (1) contains information on eligibility, categories of competition and awards, nomination procedures and program time frames.

f. Enclosure (2) provides an overview of the FSME Awards program calendar.

g. Enclosure (3) is the food service evaluation checklist. It will be used for the evaluation of FSME Award nominees.

h. Advancement in the competition is dependent upon selections made at two official flow points. First, each fiscal year the NFAF East/West N4 selects and nominates a Steward Division in each category (large and small) based primarily on how well the food service operation performed during the fiscal year. These nominees are designated finalists. A team of representatives from MSC and the sponsor will then conduct evaluations of the finalists' food service operations, which includes a review of financial management accountable records, menus and meal preparation techniques and food sanitation and safety practices.

6. Action

a. COMSC Logistics Director (N4) will:

(1) Administer the program, including performance of final evaluations.

(2) Plan for the awards ceremony and arrange for appropriate awards.

b. NFAF East and NFAF West will:

(1) Ensure initial evaluations are conducted by an individual knowledgeable in food service operations.

(2) Submit finalist nominations to COMSC in accordance with timetables and procedures contained in enclosure (1).

4 May 2001

(3) Nominate only those general messes which are truly outstanding and fully meet the criteria and intent of the program. Ships which will not be available during any portion of the finalist evaluation phases will not be considered (i.e., general mess will be closed or availability for evaluation does not meet the evaluation time frame stated in enclosures (1) and (2)).

(4) Give appropriate recognition to their general messes excelling in food preparation, service and management.

(5) Provide to ships earning awards information concerning their participation in the FSME Awards ceremonies, enrollment in professional culinary courses and publicity events.

(6) Provide complete operating schedules to COMSC to formulate a travel/evaluation schedule for evaluators.

//S//

G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41C (NFAF East & West)

Copy to:

SNDL 41B (MSC Area Commanders)

41D (MSC Offices)

41E (APMC)

T-100 (Masters, civil service manned ships)

NAVSUP Code 51

FOOD SERVICE EXCELLENCE AWARDS INFORMATION, RULES AND PROCEDURES

1. Eligibility. MSC general messes (GMs) submitting individual returns to NFAF East or West, and which have been in operation for the entire inspection year and not closed for more than 45 days, are eligible for consideration in the MSC Food Service Excellence Awards Program. Private and special messes are not within the scope of this program.

2. Exclusions. A Navy Food Management Team (NFMT) assist visit will not be made to a GM after it has been nominated by the cognizant Area Commander for consideration for this award. This restriction will apply even if a visit had been previously scheduled and will remain in effect as long as the GM is in competition. If an assist visit is in progress when a GM is nominated by the cognizant commander, the visit will be completed. GMs affected by this provision should take action to reschedule a NFMT assist visit based on evaluation results announced in final review.

3. Awards

a. Awards will be made in two categories: (1) small afloat (up to and including 75 personnel fed and/or run by a steward cook) and (2) large afloat (76 or more personnel fed and/or run by a chief steward). Personnel fed are based on the authorized allowance of CIVMAR, MILPERS, sponsor and contractor personnel as specified in the MSC Manpower Authorization Document.

b. One food production representative from each of the first and second place winning GMs will be offered the opportunity to attend professional culinary training. The training will be funded by NFAF East/West N4 and takes place in conjunction with the annual IFSEA Conference.

c. Awards are listed below and will be accompanied by appropriate publicity.

Winners

AWARD	CATEGORY	SPONSOR
Plaque	Both	IFSEA
Certificate	Both	IFSEA
Culinary Training	Both	NFAF East/West

Finalists

AWARD	CATEGORY	SPONSOR
Certificate	Both	IFSEA
Culinary Training	Both	NFAF East/West

4 May 2001

d. Cash awards will be provided to each member of the winning and runners-up food service team for both (small and large) categories as follows:

Winners

• Chief Steward/Steward Cook/Steward Baker	\$ 4,000.00
• Chief Cook	\$ 2,000.00
• Cook Baker/Night Cook-Baker	\$ 1,500.00
• 2nd Cook/3rd Steward/Asst Cook	\$ 1,200.00
• 3rd Cook	\$ 1,000.00
• Utilityman (Food Service)	\$ 500.00

Runners-up

• Chief Steward/Steward Cook/Steward Baker	\$ 2,000.00
• Chief Cook	\$ 1,000.00
• Cook Baker/Night Cook-Baker	\$ 750.00
• 2nd Cook/3rd Steward/Asst Cook	\$ 600.00
• 3rd Cook	\$ 500.00
• Utilityman (Food Service)	\$ 250.00

e. Names of Food Service Team members to receive cash awards will be provided to the COMSC/IFSEA Evaluation Team at time of final evaluation.

f. Individual certificates of achievement will be provided in quantities sufficient for outstanding members of each finalist food service division. (Eligibility determination and presentation to be made at individual command level.)

4. Responsibility for Nomination

a. NFAF East/West should enter nominations only when Food Service Operations are truly outstanding and fully meet the criteria and intent of the program.

b. NFAF East and West will forward nominations to COMSC. Nominated ships are designated finalists.

(1) NFAF East and West will nominate one ship from each category (large/small) under their cognizance.

(2) Nomination quotas may not be interchanged between categories.

(3) Copies of the ship's 5-week cycle menu in TXT format will be included with nominations.

c. NFAF East and West are encouraged to present suitable trophies or certificates to their outstanding food service personnel with appropriate publicity.

5. Evaluation Procedures and Timetables. The evaluation of GMs for the purpose of determining the annual FSME Awards winners will occur as follows.

a. Phase I. During the fiscal year, NFAF East and West should evaluate and select the most outstanding Food Service Operations within their purview based on excellence of submitted records and returns and requests for nomination by ships' Masters. If a shipboard review has been conducted during the fiscal year, the evaluation record included as reference (a) may be used for this purpose.

b. Phase II. Nominations from NFAF East and West will be submitted to COMSC by the first Friday in October. If necessary, a request to extend the nomination deadline may be submitted in writing to COMSC for consideration. Ships which will not be available during any period of the finalist evaluation phase, e.g., major overhaul or conflicting deployment/crew turnover schedule, should not be nominated. Not later than the second Friday in November, all finalists must submit their complete operational schedule for the period 1 November through 31 December to COMSC by message (info NFAF East and West). The schedule must include all inport periods and locations. Preferred evaluation dates may be identified, however, in order that the most efficient use of travel funds may be made, preferred evaluation date(s) may not be honored.

(R

c. Phase III. During the period November through December, GMs nominated will be visited by a final evaluation team consisting of representatives from MSC Headquarters and IFSEA. Also in this period an analysis of the cycle menus will be performed to determine the nutritional value.

(1) All spaces and records under the cognizance of the Steward Division will be reviewed. Preparation of a meal will be observed and sampled.

(2) If desired by the command, the evaluation team will provide an exit debrief to the Master, Supply Department Head and Steward Division representatives prior to departure, but will not discuss overall evaluation results or relative standing of the activity within the category of competition.

(3) The evaluation team will recommend final standings of ships in each competitive category. These standings will be reviewed by COMSC to determine the winners in each category. These winners will not be divulged until release of an ALMSC message by COMSC.

**FOOD SERVICE MANAGEMENT EXCELLENCE AWARDS PROGRAM
CALENDAR**

1 July	Ships submit request for nomination.	
1 October - 30 September	NFAF East and West evaluate and select outstanding messes.	
First Friday in October	Ship nominations submitted to COMSC.	
Second Friday in October	Nominated ships forward operational schedules.	
November - December	Evaluation Team conduct on-site finalist evaluations.	(R
First Friday in January	Message announcing winners and runners-up released by COMSC.	(R
March - April	IFSEA will host awards ceremony.	

AREAS EVALUATED

	MAX PTS	PTS AWD
SECTION A: FOOD		
A1: MENU PLANNING	106	
A2: PREPARATION/ ACCEPTABILITY/CONSERVATION	105	
A3: SERVING TECHNIQUES	35	
SECTION A: TOTAL	246	
SECTION B: ADMINISTRATION		
B1: FINANCIAL RECORDS AND RETURNS	248	
B2: PROCUREMENT/ RECEIPTS/ STORAGE	17	
B3: FOOD SERVICE MANAGEMENT (FSM) AUTOMATED	20	
SECTION B: TOTAL	285	
SECTION C: MANAGEMENT		
C1: GENERAL	45	
C2: COMMAND RELATIONS	10	
C3: SECURITY	20	
SECTION C: TOTAL	75	
SECTION D: SAFETY	160	
SECTION D: TOTAL	160	
SECTION E: FACILITIES, EQUIPMENTS AND UTENSILS	55	
SECTION E: TOTAL	55	
SECTION F: TRAINING	55	
SECTION F: TOTAL	55	
SECTION G: SANITATION		
G1: FOOD STORAGE AND PROTECTION	240	
G2: FOOD SERVICE SPACES AND EQUIPMENT'S	55	
G3: PERSONNEL	25	
G4: WATER AND ICE SANITATION	20	
G5: SEWAGE AND PLUMBING	25	
G6: SANITARY FACILITIES, REFUSE	20	
G7: FACILITY STRUCTURE AND HOUSING	40	
SECTION G: TOTAL	425	
SECTION H: SHIPBOARD SOLID AND PLASTIC WASTE MANAGEMENT	40	
SECTION H: TOTAL	40	
GRAND TOTAL:	1341	

4 May 2001

Section A1: FOOD: MENU PLANNING	MAX PTS	PTS AWD
1: FSM generated copy of the General Mess Menu is available on each table and reflected actual items being served. (Ref. P421, 5104.5)	5	
2: Menu reflects efficient use of personnel and equipment. (Ref. P421, 5102.1e)	5	
3: Menu planned using Armed Forces Recipe Service and/or healthy heart locally approved recipes. (Ref. P421, 5112 and NAVSUPINST 4061.11G)	5	
4: Meat block and frequency chart(s) were developed and used as the basis for planning each cycle menu. (Ref. P421, 5104.4 and 5105.2)	5	
5: FSM generated copy of the General Mess Menu contains the following appropriate signatures: (Ref. P486, 3005.5) a. "Prepared by" Chief Steward/Steward b. "Reviewed by" Supply Officer Cook c. "Approved by" Master of the Ship	5	
6: All 35 days Healthy Heart cycle menus in FSM program are being used. (No Ref)	10	
7: Fish and poultry are integrated throughout the cycle menu. (Ref. P486, 3005.4C)	5	
8: Menu provides reduced fat and sodium healthy food options: (Ref. P421 5101.2a-h)		
a. A low calorie salad dressing,	2	
b. Low fat milk (when practical)	2	
c. An entree that is not fried	2	
d. An entrée without gravy	2	
e. An acceptable low calorie vegetable choice	2	
f. A lower calorie, healthy dessert (such as fruit)	2	
g. An egg substitutes	2	
h. Salad bar included a tossed green salad (whenever possible)	2	
9: Menu avoids reliance on snack food (e.g., potato chips) starch item. (Ref. P486, 3005.3N)	5	
10: Breakfast includes a good source of Vitamin C. (Ref. P486, 3005.4I)	5	
11: Seasonal fruits and vegetables are incorporated when practical. (Ref. P421, 5105.5 and P486 3005.4F)	5	
12: The salad and dessert bars compliment the meal. (Ref. P421, 5105.5)	5	
FOOD COMBINATIONS/SCHEDULING/VARIETY/INNOVATIONS	MAX PTS	PTS AWD
13: High fat meats such as corned beef, spareribs and sausages are not served more than two times per week. (Ref. P421, 5003.h)	5	
14: Themes meals/special meals/monotony breakers are include in cycle menu. (Ref. P421, 5104.7)	5	
15: INNOVATION is used in creating a healthy heart menu. (No Ref.)	5	
16: The following food preparation characteristics were considered: (Ref. P486, 3005.3) Color_____ Texture_____ Flavor_____ Presentation_____	10	
17: Soup ingredients differ from other menu selections (i.e., tomato sauce/soup). (Ref. P486, 3005.3I)	5	

Section A2: FOOD PREPARATION/ACCEPTABILITY/CONSERVATION	MAX PTS	PTS AWD
18: FSM generated copy of Food Preparation worksheets properly maintained and retained for 1 year. (Ref. P486 Appendix A Section II.1e) NOTE: GM having less than 3 cooks may use the modified NAVSUP 1090.	10	
19: Standard and locally approved healthy heart recipes are used effectively. (Ref. P486, 3100)	10	
20: Appropriate food preparation measuring devices, thermometers and scales were on hand and used effectively. (Ref. P421, 5117.1 and 5118)	10	
21: All food items prepared were being sampled during preparation and prior to serving. (Ref. P486, 1106.2J)	5	
22: Progressive cooking principles were practiced. (Ref. P421, 5010.2F)	5	
23: Substitute food items served to "finish" the line, equaled or exceeded the acceptability of the items replaced. (Ref. P486, 1106.2K)	5	
24: FSM generated copy of the Food Preparation Worksheets (NS 1090) is effectively used as a management tool: (Ref. P486, 3101)		
a. Actual portions prepared	10	
b. Instructions	10	
c. Disposition of leftovers	10	
d. Actual headcount	10	
25: FSM program maintained and updated the acceptability of individual menu item. (Ref. P486 Appendix A and 3101.3)	10	
26: Suggestion box is available and effectively used. (Ref. P486, 3202)	10	
Section A3: FOOD: SERVING TECHNIQUES	MAX PTS	PTS AWD
27: All food placed on the serving line was kept covered when not being served. (Ref. P421, 7001.1)	5	
28: Food items are attractively and properly displayed on the serving line. (Ref. P421, 7003)	10	
29: Proper serving temperatures are maintained for hot and cold foods. (Ref. P5010 Art 1-39)	10	
30: Servers are courteous and spills are promptly cleaned. (Ref. NAVSUPINST 4061.11G Section IV B.17)	5	
31: Dinnerware is in adequate supply, properly air-dried cooled and arranged for efficiency. (Ref. NAVSUPINST 4061.11G Section IV C3 and 6)	5	
Section B1: ADMIN: FINANCIAL RECORDS AND RETURNS	MAX PTS	PTS AWD
DD FORM 200: SURVEY		
1: DD 200 was prepared in all cases where personal responsibility is evident, there is an indication or suspicion of fraud/theft and the loss are over \$500 per line item. (Ref. P486 6000.8F)	5	
2: Copy of DD 200 was sent to cognizant NFAF East/West Logistics Director with returns. (Ref. P486 6000.8)	2	
3: Certificate by veterinary/medical representative to be unfit for human consumption. (if appropriate) (Ref. P486 6001.4c)	2	
4: An expenditure number was assigned after the survey was approved by the Approving Officer, consisting of the service designator, UIC, four digits Julian date and expenditure number. (Ref. P486 6001.7.17a)	2	
5: Corrective actions and measures to prevent future occurrences were indicated on the DD 200. (Ref. P486 6001.7.10)	2	

COMSCINST 12451.3D

4 May 2001

DD FORM 1149	MAX PTS	PTS AWD
6: DD 1149 used for requisitioning food items from supply sources are properly prepared and distributed using fund code C4. (Ref. COMSCINST 4000.2A/P486, 4201.3)	2	
7: DD 1149 used for requisitioning food items from another end user are properly prepared and distributed. (Ref. P486, 6306)	2	
8: DD 1149 used for sales to authorized organization's are properly prepared and distributed. (Ref. P486, 4202.1)	2	
DD FORM 1155 OR NAVCOMPT FORM 2276	MAX PTS	PTS AWD
9: Purchase documents (DD 1155 or 2276) are properly prepared and distributed using fund code C4. (Ref. COMSCINST 4000.2A/P486, 4202.1)	2	
10: Medical Representative signed DD 1155 certifying that food items received from commercial vendors were fit for human consumption over stamped or typewritten name and rank/rate. When receipt inspection was performed at central inspection point by military veterinary service or PMU personnel, and the name of the inspection was entered instead of signature on vendors invoice. (Ref. P486, 5202)	2	
NAVSUP FORM 335: SUBSISTENCE LEDGER	MAX PTS	PTS AWD
11: High and low limits were periodically updated to reflect current usage. (Ref. P486, 4003.1)	5	
12: The quantity and the last receipt unit price were properly posted on the day of receipt. (Ref. P486, 5402.1)	2	
13: Surveys are properly posted to all NS 335 on the day survey was approved. (Ref. P486, 6001.9)	2	
14: General Mess issues and turn-ins are properly posted to all NAVSUP 335 on the day of consumption. (Ref. P486 6102)	2	
15: Sales and Transfers of subsistence were properly posted to all NAVSUP 335. (Ref. P486 6308 and 6001.9)	2	
16: Inventory adjustments greater than 5% of total consumption were investigated and initialed by the Chief Steward/Steward Cook. (Ref. P486, 7103.1.C(1))	2	
NAVSUP FORM 338	MAX PTS	PTS AWD
17: Chief Steward/Steward cook reviews the FSM program NAVSUP 338 on a daily basis to ensure proper financial control of the mess and that the operation is within the established monetary allowance. (Ref. P486 6103.3A)	2	
18: Over/under issue values of up to 2% of the total food allowance of the current quarter was carried forward to the next quarter as a negative/positive value on the NAVSUP 338 except at the end of the fiscal year. (Ref. P486 7211.2)	2	
19: The rations recorded on the monthly NS 338 match the rations claimed on the monthly NAVSUP Form 1046 and NAVSUP Form 1357.	2	
NAVSUP FORM 367: RECEIPTS and EXPENDITURE	MAX PTS	PTS AWD
20: Money value of "Inventory Brought Forward" on the first day of the quarter is correct and agree with the "Inventory on Hand" on the last day of the previous accounting period. (Ref. P486 5403)	20	
21: Money value of receipts with charge were properly posted to the NS 367 as they occur to include proper document numbers. These values agree with receipt documents on the accountability file. (Ref. P486 5403c)	2	
22: Money value and document number of each sale and transfer of subsistence items were properly posted. These agree with sale and transfer documents on the accountability file. (Ref. P486 6200.3 and 6207)	2	

NAVSUP FORM 367: RECEIPTS and EXPENDITURE (cont'd)	MAX PTS	PTS AWD
23: Money value of each survey was properly posted on the day the survey document was approved. These values agree with survey documents on the accountability file. (Ref. P486 6101)	2	
24: FSM generated total money value of issues to the general mess was properly posted at the end of the accounting period. (Ref. P486 7202)	2	
NAVSUP FORM 1046:	MAX PTS	PTS AWD
25: NAVSUP Form 1046 was properly maintained, and signed in the name block acknowledging receipt of meals on a credit basis from the general mess. (Ref. P486, 2201)	2	
26: Payment for all meals sold on a credit basis was collected prior to the 15 th following the month in which the meals were provided or prior to detachment the individual to whom the meals were sold. (Ref. P486, 2201.2C)	2	
NAVSUP FORM 1059: INVENTORY	MAX PTS	PTS AWD
27: Frequent spot inventories were taken by the Chief Steward/Steward Cook throughout the accounting period. (Ref. P486, 7101.1a)	2	
28: Inventories were taken as required: (Ref. P486, 7100.3a)		
a. The last day of the accounting period (regular procedure)	10	
b. Anytime during the last month of the accounting period	10	
c. Upon relief of the Chief Steward/Steward Cook.	10	
29: Two separate physical inventories were performed: (Ref. COMSCINST 4000.2A 2302a)		
a. By the Chief Steward/Steward Cook	2	
b. By a Disinterested Officer appointed in writing by the Master.	2	
30: The FSM generated rough inventory was recorded in ink or indelible marker and signed by individuals participating in the inventory. (Ref. P486, 7103.1)	2	
31: Errors, adjustments and corrections to the rough inventory are lined out with single line and initialed by each person involved with the inventory. (Ref. P486, 7103.1)	2	
32: FSM generated copy of smooth inventory was properly prepared, signed by designated officer and dated on the last page of the NAVSUP Form 1059. (Ref. P486, 7103.4)	2	
33: An inventory of 50 food items showed a stock validity of 95% or better. (Ref. P486 7101)	30	
NAVSUP FORM 1059: SUMMARY OF ISSUES TO THE GENERAL MESS	MAX PTS	PTS AWD
34: FSM generated copy of the Quarterly Summary of Issues to the General Mess as indicated on the NS 335 was signed and dated. (Ref. P486, 6104 and Appendix B)	2	
NAVSUP FORM 1282 GENERAL MESS ISSUE DOCUMENTS	MAX PTS	PTS AWD
35: Appropriate signatures were annotated on the last page of the issue document. (Ref. P486, 6101.1)	2	
36: FSM original issue documents are kept in the accountability file. (Ref. P486, 6101.6)	2	
37: Quantity posted does not exceed the requested item. (Ref. P486, 6101.5)	2	

4 May 2001

NAVSUP FORM 1334	MAX PTS	PTS AWD
38: NAVSUP FORM 1334 was prepared in all cases where: (Ref. P486 6000.3)		
a. Material was short or lost in shipment, and the value of the loss was less \$50 per line item.	2	
b. Food items were lost as a result of physical deterioration, veterinary sampling, damage in handling, fire and water valued of loss was \$500 or less per line item.	2	
c. When the total loss of several items expended for the same reason (i.e., replenishment evolution, fire, shelf-life review, flood, etc.) exceeds \$500.00 a DD Form 200 will be completed as required.	2	
39: NAVSUP FORM 1334 was properly prepared and distributed. (Ref. P486, 6002)	2	
40: NAVSUP 1334 was properly closed out at the end of the accounting period (or upon relief of the CS/SC) to include total money value and assignment of a document number. (Ref. P486 6002)	2	
NAVSUP FORM 1336: REQUISITION LOG	MAX PTS	PTS AWD
41: FSM generated Requisition Logs are maintained and part of the retained returns. (No Ref.)	2	
NAVSUP FORM 1357: RATION and SALES REPORT	MAX PTS	PTS AWD
42: The monthly Ration and Sales Report were properly prepared and distributed. a. copy retained by the Chief Steward/Steward Cook (accountability file) b. report transmitted to (ETS_HQ) COMSC Wash DC and copy to the NFAF East/West Logistics Director at the end of the accounting month. (Ref. P486 7010 and 7011)	30	
43: Messages are forwarded to NFAF East/West Logistics Director indicating receipts with charge when the NAVSUP 1357 was unable to be submitted on time due to operational necessity. (Ref. P486 7010.2a)	2	
NAVSUP FORM 1358 GENERAL MESS OPERATING STATEMENT	MAX PTS	PTS AWD
44: The quarterly General Mess Operating Statement was properly prepared and distributed: a. copy retained by Chief Steward/Steward Cook (accountability file) b. copy submitted to the NFAF East/West Logistics Director with the returns' packages not later than the 10th of the following accounting period. (Ref. P486 7210, 7322 and 7300)	30	
45: Letters/messages are forwarded to NFAF East/West Logistics Director when returns could not be submitted on or before the date they were required explaining the reason for the delay and anticipated submission date. (Ref. P486 7302)	2	
46: The following files were properly maintained: (Ref. P486, App B-1)		
a. Accountability (only the Accountable Officer has access)	2	
b. Ration Credit File	2	
c. Expenditure Invoice File	2	
d. Outstanding/Completed Requisition File	2	
e. Receipts' with charge File	2	
f. Outstanding/Completed Purchase Order File	2	
g. Transfers with Reimbursement File	2	
h. Survey File	2	

B2: PROCUREMENT: RECEIPTS / STORAGE	MAX PTS	PTS AWD
47: Subsistence items purchased from foreign source were not excessive in quantity and completely consumed or properly disposed of prior to entering a US port. (Ref. P486, 4102.2D)	2	
48: Requisition documents properly prepared using fund code C4. (Ref. COMSCINST 4000.2A)	5	
49: Chief Steward/Steward Cook circled, signed quantity actually received and inspected by Medical Officer. (Ref. P486, 5204)	5	
50: Storerooms and refrigerated spaces properly stored, accessibility and good material condition. (Ref. P486, 5700.2)	5	
B3: FOOD SERVICE MGT. (FSM) AUTOMATED SYSTEM	MAX PTS	PTS AWD
51: FSM daily, monthly and quarterly back ups were properly performed and maintained. (Ref. COMSCINST 4000.2A 2603d and e)	20	
Section C1: MANAGEMENT: GENERAL	MAX PTS	PTS AWD
1: All levels of supervisory management thoroughly understand all phases of food service operations for which they are responsible. (Ref. COMSCINST 4000.2A 2015)	15	
2: Efforts are being made to improve the appearance and general working conditions of facilities and equipment. Professionalism indicates pride in their work. (Ref. P486, chapter 1)	10	
3: <u>Contingencies</u> are established to facilitate meeting commitments during unique operational periods. (Ref. P486, 3300 and 3301)	10	
4: Applicable COMSCINST 4000.2A, NAVSUP P486 VOL. I, NAVSUP P421, NAVMED P5010 Chap 1, food service publication and notices are updated. (Ref. COMSCINST 4000.2A 2015.I)	10	
Section C2: COMMAND RELATIONS	MAX PTS	PTS AWD
5: An effective relationship exist throughout the command positive response to requests for funds, maintenance of equipment, allocations of work force and coordination of special requirements. (No Ref)	10	
Section C3: SECURITY	MAX PTS	PTS AWD
6: The grand master, master, duplicate master and original keys are properly maintained. (Ref. P486 1202.1)	5	
7: Command and/or Department Instruction is in effect providing the location of a special Duplicate key locker, control access to the locker and limits on the use of duplicate key. (Ref. P486 1201.1)	5	
8: All padlocks used to secure food service spaces are of a key type and contain dead bolts with pin Tumbler types of either brass or bronze. (Ref. P486 1201.1h)	5	
9: All storage spaces are identified to indicate function and contents. The person responsible for the space is listed as well as an emergency point of contact. (Ref. P486 1200.1)	5	
Section D: SAFETY	MAX PTS	PTS AWD
1: Safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards are in place and in proper operating condition. (Ref. P421, chapter 3)	10	
2: Support stanchions, toggle pins or safety support chains are in place. (Ref. Gen. Specs 622, 624b)	10	

4 May 2001

Section D: SAFETY (cont'd)	MAX PTS	PTS AWD
3: Maintenance on fire safety equipment (CO2/PKP bottles) monitored by the Chief Steward, Steward Cook regularly. (Ref. OPNAVINST 4790.4C/ NSTM 555)	10	
4: Personnel are aware of and educated in the proper emergency procedures and use of emergency/safety devices. (Ref. COMSCINST 4000.2A, 2503d)	10	
5: All operating instructions, safety, sanitation, fire precautions and no smoking placards are posted. (Ref. COMSCINST 4000.2A, 2502.4 and P421 3001.7 and P5010 Art 1-55)	10	
6: Integral electrical wiring on all equipment is mounted and secured properly. There is no evidence of electrical shock hazards in any food service space. (Ref. OPNAVINST 5100.19D)	10	
7: Emergency lighting (provided by relay operated lanterns) for exits and above the inside door of General Mess spaces, refrigerated and dry provisions storerooms are installed and in good operating order. (Ref. Gen. Specs 332)	10	
8: Chill and freeze storerooms are configured with the capability for emergency escape and emergency escape procedures are posted inside. (Ref. Gen. Specs 638E, Para 50/NFPA)	10	
9: A fixed fire extinguishing system is provided over deep fat fryer. (Ref. Gen. Specs 555F/NFPA)	10	
10: A remote activating station for installed fire fighting system is clearly labeled and is located at the exit to the door away from equipment. (Ref. Gen. Specs 555F/NSTM 555)	10	
11: The deep fat fryer cut-off switch is prominently labeled. Shunt trip relay de-energize the electric source when temperature reaches 430-460 degrees F. (Ref. Afloat PMS 6539/1R1Q)	10	
12: The deep fat fryer is not operated unattended or without a thermometer inserted. (Ref. P421 3004.8 and 5118.A)	10	
13: Hydrostatic testing of steam jacketed kettles and high compression steam cooker is completed in accordance with maintenance schedule. (Ref. P421 3004.6c)	10	
14: Pull chains on the steam-jacketed kettles are readily accessible without the risk of being burned from the steam relief valve. (Ref. Gen Specs 651B, Para 35)	10	
15: Guards are installed over the drive shafts/clutch plate of the scullery dishwashing machine. (Ref. Gen Spec 651B, Para 35)	10	
16: Knives and cutlery shall be stored and secured in appropriate container. (Ref. GSFS 651)	10	
Section E: FACILITIES, EQUIPMENTS AND UTENSILS (Ref. P421 Chap 3/P486,1204)	MAX PTS	PTS AWD
1: A Preventive maintenance program for food service equipment is active, effective and monitored by Chief Steward/Steward Cook. (Ref. OPNAVINST 4790.4C)	15	
2: Thermostats for fryers, ovens, grills are calibrated. (Ref. OPNAVINST 4790.4C)	10	
3: All food service equipment was operative or tagged as Out of Commission. (No Ref)	10	
4: A three compartment deep sink exists where adequate mechanical washing machine are not installed. Accessory equipment for the sanitizing sink include a booster heater, thermometer and drip/drain basket. (Ref. P5010, Chapter 1, Art. 1-9)	10	
5: Mess gear inventory is conducted on a monthly basis. (Ref. Master-at-Arms Handbook, P520)	10	

Section F: TRAINING	MAX PTS	PTS AWD
1: Food service training is conducted on a regular schedule utilizing ship and outside resources. (Ref. COMSCINST 4000.2A 2501.d)	5	
2: All food service personnel are receiving a minimum of 4 hours initial and 4 hours of annual, refresher food sanitation training. Food Service Training Certificates are updated. Person in Charge received minimal 18 hour Supervisor/Manager Food Service Sanitation/Safety Course. (Ref. NAVMED P-5010 2-1.2.2)	10	
3: Standards of Conduct training is being held annually. (Ref. DOD 5500.7-R)	10	
4: Individual training records are maintained for each person in the food service department and consist of: (Ref. P421 8005.5 AND P5010 ART. 1-55)		
a. Food handlers training certificate (NAVMED 4061/1) is maintained on file for each food service worker. (Ref. NAVMED P-5010 2-1.2.2.C)	5	
b. Individual training accomplished	5	
5: Person in Charge able to demonstrate knowledge of Hazard Analysis Critical Control Points (HACCP). HACCP Plan is in writing and identifies significant hazards. (Ref. NAVMED P-5010 2-1.2.1.A)	20	
Section G: G1: SANITATION: FOOD PREPARATION/STORAGE	MAX PTS	PTS AWD
1: All refrigerated storage spaces including milk dispensers, refrigerated display cases and salad bars, galley pantry reach-in reefers, bulk reefers and freezers are maintained at the following temperatures. (Ref. NAVMED P-5010 3-4.2)	10	
a. Freezer 0 Degrees F or lower		
b. All refrigerated spaces 32 – 41 degrees F		
2: Food not subject to further washing or cooking before serving will be stored in a way that protects it against cross-contamination. Separated refrigerated storage units should be used for raw meats and seafood. If a unit is used to store both raw and cooked foods, raw meats and fish should be covered and stored below any cooked foods, or food such as salads, which will receive no cooking or re-heating before serving. (Ref. NAVMED P-5010 3-4.1)	10	
3: Refrigerators that contain advance prepared "Potentially Hazardous Foods" (PHF) will have temperatures logged twice daily. Logs must be maintained in the facility for at least 1year. (Ref. NAVMED P-5010 3-4.2)	10	
4: Prepackaged foods such as salads and Class I, II and III sandwiches are made from approved ingredients, properly prepared, labeled and dispensed. (Ref. NAVMED P-5010 3-5.16)	10	
5: Potentially hazardous foods and beverages are protected from contamination and meet time, temperature requirements as follows: (Ref. NAVMED P-5010 3-4.1)		
a. Potentially Hazardous leftovers must be labeled "Leftover Use Within 24 Hours" with the date and time. Other methods for labeling may be used if approved in writing by the PMA. (Ref. NAVMED P-5010 3-5.6.2)	20	
b. Lapsed time in which foods are held between 41 and 140 Degrees F does not exceed 4 hours. (Ref. NAVMED P-5010 3-5.3)	20	
c. Foods served cold or saved as leftovers are placed in covered shallow pans(food depth not more than 3") and cooled to 41 Degrees F within 4 hours LEFTOVERS NEVER FROZEN (Ref. NAVMED P-5010 3-5.6.1 & 2)	20	
d. Leftover foods may be retained for 24 hours when rapidly chilled (41 degrees F or below) or 5 hours if maintained hot (140 degrees F or above). The time limit for leftovers begins when the food is removed from hot holding. (NAVMED P-5010 3-5.6)	30	
e. Advance Preparation Foods (APF) items that contain Potentially Hazardous Food MAY NOT be retained as LEFTOVERS. Potentially Hazardous Foods that were placed on the SERVING LINE may NOT be retained as LEFTOVERS. (Note: "Hot Holding" at 140 degrees F. or "Cold Holding" at 41 degrees F. or below is permitted.) (Ref. NAVMED P-5010 3-5.6.1, 6.2 C (3))	20	
f. Cooked APF to be chilled and include PHF as an ingredient, must be rapidly chilled from cooking temperature to 41 degrees F. or below within a 4 hour total time period. (Ref. NAVMED P-5010 3-5.6.1)	30	

4 May 2001

Section G: G1: SANITATION: FOOD PREPARATION / STORAGE (cont'd)	MAX PTS	PTS AWD
g. Commercially prepared luncheon meat loaves and high moisture cheese are consumed within 7 calendar days after opening. At the time the original container is opened, a marking must indicate the date by which the food shall be consumed, including the date the original container was opened. (Ref. NAVMED P-5010 3-5.16)	5	
h. Dry/semi-dry sausage and hard natural cheeses are visually check prior to serving and discarded at the first sign of deterioration. (Ref. NAVMED P-5010 3-5.16)	5	
i. Potentially Hazardous Foods that are cooked, cooled and reheated for hot food or transport shall be rapidly reheated (within 2 hours), so all parts of the food reach an internal product temperature of at least 165 degrees F for at least 15 seconds. (Ref. NAVMED P-5010 3-5.6.2)	30	
j. Safe egg-handling guidelines are being followed: (1) Shelled eggs maintained at 41 degrees F. or below during storage. (2) Serving RAW EGGS or foods with RAW EGGS as ingredients strictly PROHIBITED. (Note: Commercially prepared pasteurized table eggs are permitted.) (3) Shelled eggs cooked to order must be cracked and cooked IMMEDIATELY to at least 145 degrees F. for 15 seconds/until the white is firm and yoke set to reduce <u>Salmonella enteritis</u> growth. (4) Shelled eggs NEVER held/pooled on the serving line. (Ref: NAVMED P-5010 3-5.2)	20	
k. Foods (except commercially prepared) composed of ingredients that were peeled, sliced, ground or diced by hand NEVER saved as LEFTOVERS. (Ref. NAVMED P-5010 3-5.6.2)	0	
Section G2: SANITATION: FOOD SERVICE SPACES, EQUIPMENT	MAX PTS	PTS AWD
6: Refrigerated storage spaces are properly constructed, installed and cleaned. Frost or glaze ice must not be allowed to accumulate to more than ¼ inch in thickness on the interior surfaces or on the refrigeration coils. (Ref. NAVMED P-5010 3-4.2)	5	
7: Thermometer devices are readily observable, easily readable numerically scaled and accurate to +/-3 Degrees F at the critical range in all refrigerated spaces. (Ref. NAVMED P-5010 3-4.2)	5	
8: Temperatures of all bulk cold storage spaces are logged at least twice daily. (Ref. NAVMED P-5010 3-4.2)	5	
9: Food service equipment is installed with adequate clearance 8" between floors and equipment from cleaning access. (Ref. NAVMED P-5010 4-1)	5	
10: All serving lines and food/salads bars and soup pots (set up on a self-serve basis) are equipped with a functional sneeze-shield. (Ref. NAVMED P-5010 3-5.10)	10	
11: Cutting boards, knives, peelers and meat slicers have smooth surfaces and are free of crevices and nicks. (Ref. NAVMED P-5010 4-7)	10	
12: Food service equipment and utensils are properly maintained, serviced, cleaned and sanitized. (Ref. NAVMED P-5010 4-7.9)	5	
13: Automatic dishwashing machines meet NSF standards or equivalent, and are properly cleaned, maintained, and operated at a proper temperatures with approved dishwashing and sanitizing agents: (Ref. NAVMED P-5010 4-2.14 – 4-2.17) a. Wash temperature: 150 - 160 Degrees F b. Rinse temperature: 160 - 180 Degrees F c. Final rinse temperature: 180 - 195 Degrees F	5	
14: Manual dishwashing is accomplished in accordance with correct procedures and in properly designated three compartment sinks. (Ref. NAVMED P-5010 4-2.13 – 4-2.17) a. Wash 95 - 125 degrees F b. Rinse 120 - 140 degrees F c. Sanitizing 170 degrees F for 30 seconds or 1 minute in a sanitizing solution.	5	

Section G3: SANITATION: PERSONNEL	MAX PTS	PTS AWD
15: Personnel performing food service duties are free from communicable diseases and open wound on the exposed portions of their bodies. (Ref. NAVMED P-5010 2-2)	10	
16: Food service personnel are physically clean, wearing clean garments, caps, hair nets and beard mask for good personal hygiene. (Ref. NAVMED P-5010 2-3)	10	
17: Food service personnel do not use tobacco in any form in areas where food is prepared and/or served, or where dishes/ utensils are washed and sorted. (Ref. NAVMED P-5010 2-4.1)	5	
Section G4: SANITATION: WATER AND ICE SANITATION	MAX PTS	PTS AWD
18: Sufficient potable water is supplied from approved sources, protected against contamination and meets current water quality standards. (Ref. NAVMED P-5010 Chapter 6)	10	
19: Ice is procured from approved sources, and/or manufactured from potable water from ice making machines or ice flakes that are installed, operated and maintained in a sanitary manner. (Ref. NAVMED P5010 3-4.7)	5	
20: Ice scoops are stored handle up in freely draining metal bracket outside the ice storage compartment or in a metal bracket installed within the machine. (Ref. NAVMED P-5010 3-4.7)	5	
G5: SANITATION: SEWAGE AND PLUMBING	MAX PTS	PTS AWD
21: Plumbing, fixtures and equipment are properly installed to preclude back flow into the potable water supply system. (Ref. NAVMED P-5010 5-6.1)	10	
22: Other outlets are protected by an air gap twice the effective opening of the potable water outlet diameter. (If the outlet is a distance less than three times the effective opening away from a wall or similar vertical surface, the air gap is three times the effective opening of the outlet). In no case is there an air gap less than 1 inch. (Ref. NAVMED P-5010 5-6.1)	10	
23: Deck drains that are flushed with water for cleaning or which receive discharge from equipment is properly trapped and free of debris and sludge build-up. (Ref. NAVMED P-5010 5-2.1)	5	
Section G6: SANITATION: SANITARY FACILITIES, REFUSE	REMARKS	
24: Toilet and hand washing sink are conveniently located and properly equipped. (Ref. NAVMED P-5010 5-7.1 – 5-7.2)	10	
25: Garbage and refuse are properly collected in clean, covered, leak proof containers and stored in a manner that precludes nuisance conditions or accessibility to insects and rodents. (Ref. NAVMED P-5010 5-8.1, 5-8.2)	5	
26: An effective pest control program is carried out under the supervision of trained and certified pest control personnel. (Ref. NAVMED P-5010 5-9.3)	5	
Section G7: SANITATION: FACILITY STRUCTURE & HOUSING	MAX PTS	PTS AWD
27: Floors, walls, ceiling and attached equipment are properly constructed well maintained, and free of accumulated dirt, dust and food residue. (Ref. NAVMED P5010 5-2)	5	
28: Adequately shielded fixtures, vent covers and fans are maintained in good condition and are easily cleaned. (Ref. NAVMED P-5010 5-3)	5	
29: Ventilation hoods and grease filters are cleaned of dirt and grease as often as necessary to avoid danger of fire. Filters that cannot be adequately cleaned are replaced. (Ref. NAVMED P5010 5-3.2)	10	
30: Interior of ventilation ducting is cleaned periodically as required by the preventive maintenance system. Access plates are provided to gain cleaning access to duct work. (Ref. NAVMED P5010 5-3.2)	10	
31: Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) are properly stored. (Ref. NAVMED P5010 5-5)	5	

4 May 2001

Section G7: SANITATION: FACILITY STRUCTURE & HOUSING (<i>cont'd</i>)	MAX PTS	PTS AWD
32: Food service facilities are inspected at least once a month by a Medical Department PMA unless specifically exempted by the installation PMA, in which case the establishment must be inspected at least once each quarter and findings recorded on NAVMED 6204/1 (Rev. 12/97) and retained completed forms by Chief Steward/Steward Cook. (Ref. NAVMED P-5010 6-1.1 and 6-1.2)	5	
Section H: SHIPBOARD SOLID AND PLASTICS WASTE MANAGEMENT	MAX PTS	PTS AWD
1: Internal instruction is in effect that outlines policy, procedures and responsibilities for plastic waste storage and disposal. (Ref. COMSCINST 5090.2A (7))	10	
2: Food service personnel recognize the two types of plastic waste that is generated, problems presented by and requirements for storage of food contained and non-food contaminated plastic waste. (Ref. COMSCINST 5090.2A Encl (3))	10	
3: Separate trash receptacles are located in galley and mess decks spaces and marked Plastics Only and Non Plastics. (Ref. COMSCINST 5090.2A Encl (3))	10	
4: A program is in effect to educate food service personnel and crew about the MSC's plastic waste program. (Ref. COMSCINST 5090.2A Encl (3))	10	